

**Department of Workforce Development/Division of Economic Support Policies and Procedures:**  
**Income Maintenance, Wisconsin Works and Related Programs and Child Support**

**Applicable Wisconsin Statutes and Rules**

Policies and procedures also reflect requirements of Wisconsin Statutes governing appropriations, court administration, employment laws, public records and others. The following concentrates on programmatic requirements.

|   | CC | CS | FS | IT | MA | W-2 | TANF |
|---|----|----|----|----|----|-----|------|
| Wisconsin Statutes Chapter 46 Social Services   | X  | X  | X  | X  | X  | X   | X    |
| Wisconsin Statutes Chapter 48 Children's Code   | X  | X  | X  | X  | X  | X   | X    |
| Wisconsin Statutes Chapter 49 Public Assistance   | X  | X  | X  | X  | X  | X   | X    |
| Wisconsin Statutes Chapter 59 Counties  | X  | X  | X  | X  | X  | X   | X    |
| Wisconsin Statutes Chapter 767 Actions Affecting the Family   |    | X  |    |    |    | X   | X    |
| Wisconsin Statutes Chapter 948 Crimes Against Children  |    | X  |    |    |    |     |      |
| DWD 11 Aid to families with dependent children  | X  |    | X  |    | X  | X   | X    |
| DWD 12 Wisconsin works  | X  | X  |    |    |    | X   | X    |
| DWD 14 Electronic benefit transfer  |    |    | X  |    |    |     |      |
| DWD 15 Child support and establishment of paternity   |    | X  |    |    |    |     |      |
| DWD 16 Emergency assistance for families with needy children  | X  |    | X  |    | X  | X   | X    |
| DWD 17 Income maintenance workers   | X  |    | X  | X  | X  | X   | X    |
| DWD 22 Aid for 18-year-old high school students   |    |    |    |    |    | X   | X    |
| DWD 40 Child support percentage of income standard<br>Appendix A - Child support percentage conversion table<br>Appendix B - Child support percentage worksheet |    | X  |    |    |    |     |      |
| DWD 41 Establishment of the paternity of a nonmarital child   |    | X  |    |    |    |     |      |
| DWD 43 Child support administrative enforcement   |    | X  |    |    |    |     |      |
| DWD 55 Day care certification   | X  |    |    |    |    |     |      |
| DWD 56 Administration of child care funds   | X  |    |    |    |    |     |      |
| DWD 58 Child care quality standards and grants  | X  |    |    |    |    |     |      |

**Manuals, Handbooks, and Guides**

|   | CC | CS | FS | IT | MA | W-2 | TANF |
|---|----|----|----|----|----|-----|------|
| Allowable Cost Policy Manual  | X  | X  | X  | X  | X  | X   | X    |
| Benefit Recovery Accounting Manual  | X  |    | X  | X  | X  | X   | X    |
| CARS (Community Aids Reporting System) Manual   | X  | X  | X  | X  | X  | X   | X    |
| CATS Guide  | X  | X  | X  | X  | X  | X   | X    |
| Child Day Care Manual   | X  |    |    |    |    | X   | X    |
| Child Support Numbered Letters  |    | X  |    |    |    |     |      |
| Computer Connectivity Models for the Department of Workforce Development                  | X  | X  | X  | X  | X  | X   | X    |
| Computer Security   | X  | X  | X  | X  | X  | X   | X    |
| DES Fiscal Memo's   | X  | X  | X  | X  | X  | X   | X    |
| Department of Workforce Development Civil Rights Compliance Standards and Resource Manual | X  | X  | X  | X  | X  | X   | X    |
| Electrical Communications   | X  | X  | X  | X  | X  | X   | X    |
| Electronic Benefits Transfer Guide  |    |    | X  |    |    |     |      |
| Electronic Benefit Transfer Site Guide  |    |    | X  |    |    |     |      |
| Facility Requirements for Communications Implementation                                   | X  | X  | X  | X  | X  | X   | X    |
| Food Stamp Employment and Training Program Manual   |    |    | X  |    |    | X   |      |
| Food Stamp First Aid Kit  |    |    | X  |    |    |     |      |

This policies and procedures list is not intended to repeal or exclude applicability of other materials provided by DWD including emails and letters. Although the intent is that this compilation be a comprehensive overview of all major written sources of policy and procedure, applicable items may be been inadvertently omitted.

|   | CC | CS | FS | IT | MA | W-2 | TANF |
|---|----|----|----|----|----|-----|------|
| High Level Hardware/Software Connectivity Requirements for W-2 Agencies     | X  | X  | X  | X  | X  | X   | X    |
| Income Maintenance Manual   | X  | X  | X  | X  | X  | X   | X    |
| Local Personnel Master File Manual  | X  | X  | X  | X  | X  | X   | X    |
| Provider Agency Audit Guide   | X  | X  | X  | X  | X  | X   | X    |
| Office of Child Support Enforcement Regulations                             |    | X  |    |    |    |     |      |
| Other Programs Manual   | X  | X  | X  | X  | X  | X   | X    |
| Sample Memorandum of Understanding Computer Connectivity Model 2-LAN to LAN | X  | X  | X  | X  | X  | X   | X    |
| Security Manual   | X  | X  | X  | X  | X  | X   | X    |
| Single Agency Audit Guide   | X  | X  | X  | X  | X  | X   | X    |
| Wisconsin CARES Guide and Supplement  | X  | X  | X  | X  | X  | X   | X    |
| Wisconsin Child Support Policy and Program Administration                   |    | X  |    |    |    |     |      |
| Wisconsin Child Support Procedures  |    | X  |    |    |    |     |      |
| Wisconsin Food Stamp Handbook   |    |    | X  |    |    |     |      |
| Wisconsin Medical Assistance Handbook                                       |    | X  |    |    | X  |     |      |
| Wisconsin Works (W-2) Financial Management Manual                           | X  | X  | X  | X  | X  | X   | X    |
| Wisconsin Works (W-2) Policy Manual   | X  | X  |    |    |    | X   | X    |

### DES Administrator's Memos

Numbered memos no longer on this list are either obsoleted or have been incorporated into relevant manuals.

|       |   | CC | CS | FS | IT | MA | W-2 | TANF |
|-------|---|----|----|----|----|----|-----|------|
| 97-11 | Local W-2 Community Steering Committee Development Guide  |    |    |    |    |    | X   |      |
| 97-21 | Requirement for FS and MA Eligibility Determinations to be Performed by County/Tribe Staff Co-located at W-2 Agencies |    |    | X  |    | X  | X   |      |
| 97-23 | Case Specific Quality Assurance (QA) Disallowances  |    |    | X  |    | X  |     |      |
| 97-24 | Kinship Care Child Support Policy (Action)  |    | X  |    |    |    |     | X    |
| 97-25 | Wisconsin Works Child Support Demonstration   |    | X  |    |    |    | X   |      |
| 97-26 | Required Educational Approval Board Oversight and Licensing of Educational Employment and Training Facilities         |    |    |    |    |    | X   |      |
| 98-09 | Status of Review Date Changes in CARES  | X  |    | X  | X  | X  | X   |      |
| 98-12 | Evaluations of W-2  |    |    |    |    |    | X   |      |
| 98-19 | Update on Civil Rights Responsibilities in Complaint Processing and Subcontracting                                    | X  | X  | X  | X  | X  | X   | X    |
| 98-33 | Child Support Cooperation Requirements for W-2 and Food Stamp Recipients  |    | X  | X  |    |    | X   |      |
| 99-01 | New Child Care Performance Standards  | X  |    |    |    |    |     |      |
| 99-05 | Child Support Performance & Incentive Act of 1998   |    | X  |    |    |    |     |      |
| 99-06 | DES Administrator's Memo Distribution Procedures  | X  | X  | X  | X  | X  | X   | X    |
| 99-07 | CARES/KIDS and Consumer Credit Report Security Protection and Penalty Procedures                                      | X  | X  | X  | X  | X  | X   | X    |
| 99-08 | 2000 Child Support Allocations-Preliminary Notice   |    | X  |    |    |    |     |      |
| 99-09 | Calendar of Program Year 2000 Income Maintenance Preliminary Allocations-Notice                                       |    |    | X  |    | X  |     |      |
| 99-10 | BadgerCare Implementation Plans   |    | X  |    |    | X  |     |      |
| 99-11 | BadgerCare Implementation Plans (AMENDED)   |    | X  |    |    | X  |     |      |
| 99-11 | Year 2000 Compliance  | X  | X  | X  | X  | X  | X   | X    |
| 99-12 | Performance Standards for Customer Service  | X  | X  | X  | X  | X  | X   | X    |
| 99-13 | Year 2000 Contingency Plans   | X  | X  | X  | X  | X  | X   | X    |

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|       |   | CC | CS | FS | IT | MA | W-2 | TANF |
|-------|---|----|----|----|----|----|-----|------|
| 99-14 | Use of Federal Parent Locator Service for Child Welfare Services                                  |    | X  |    |    |    |     |      |
| 99-15 | Human/Social Services, Child Support, W-2 Agencies and Wisconsin Indian Tribes Directory          | X  | X  | X  | X  | X  | X   | X    |
| 99-16 | Timeframe for Remedying Non-Cooperation   |    | X  |    |    |    | X   |      |
| 99-17 | Calendar Program Year 2000 Public Assistance Fraud Preliminary Allocations                        | X  |    | X  |    | X  | X   | X    |
| 99-18 | Online Child Support Policy and Procedure Manuals   |    | X  |    |    |    |     |      |
| 99-20 | Year 2000 Rollover Staffing   | X  | X  | X  | X  | X  | X   | X    |
| 99-21 | CY2000 Children First Allocations - Preliminary Notice  |    | X  | X  |    |    |     | X    |
| 99-22 | CY2000 Performance Standards and Performance-Based Funding Methodology for Child Support Agencies |    | X  |    |    |    |     |      |
| 99-23 | CY 2000 State and County Child Support Contract   |    | X  |    |    |    |     |      |
| 99-24 | One-Page Description of Services Available at W-2 Agency  |    |    |    |    |    | X   |      |
| 99-25 | Community Reinvestment Funds-Next Process 1997-1999 W-2 Contract                                  |    |    |    |    |    |     | X    |
| 00-03 | 2000 Income Maintenance Required Training   | X  |    | X  | X  | X  | X   | X    |
| 00-04 | Computer Security   | X  | X  | X  | X  | X  | X   | X    |
| 00-05 | Child Support Agencies' Payment of Fees in CY2000   |    | X  |    |    |    |     |      |
| 00-07 | Additional Funding for Personal Contacts of Food Stamp Cases                                      |    |    | X  |    |    |     |      |

### Child Support Bulletins

Note: some of the following may contain material already incorporated into a child support manual or otherwise might not reflect the most current policy. Beginning in January 2001, this section will be edited to reflect Child Support Bulletins no longer in effect.

|       |  | CC | CS | FS | IT | MA | W-2 | TANF |
|-------|--|----|----|----|----|----|-----|------|
| 97-01 | Credit Bureau Usage  | X  | X  | X  | X  | X  | X   | X    |
| 97-02 | Changes to KIDS  |    | X  |    |    |    |     |      |
| 97-03 | Summary of the Personal Responsibility and Work Opportunity Act of 1996 and Related Child Support Provisions in the Proposed 1997-99 Biennial Budget |    | X  |    |    |    |     |      |
| 97-04 | W-2 Transitions Study  |    | X  |    |    |    | X   |      |
| 97-06 | WSNS Addressing for BCS Staff Members  |    | X  |    |    |    |     |      |
| 97-07 | Blood/Genetic Laboratory Contracts   |    | X  |    |    |    |     |      |
| 97-08 | Interstate Forms   |    | X  |    |    |    |     |      |
| 97-09 | Postmaster Verification Letters  |    | X  |    |    |    |     |      |
| 97-10 | New Hire Reporting   |    | X  |    |    |    |     |      |
| 97-11 | Intensive Services for AFDC Clients  |    | X  |    |    |    | X   |      |
| 97-12 | Healthy Start Cases  |    | X  |    |    | X  |     |      |
| 97-13 | Billing Notices  |    | X  |    |    |    |     |      |
| 97-14 | Unemployment Intercept   |    | X  |    |    |    |     |      |
| 97-15 | States' Implementation Status of the Uniform Interstate Family Support Act (UIFSA)   |    | X  |    |    |    |     |      |
| 97-16 | Cooperation and Good Cause Under W-2   |    | X  |    |    | X  | X   |      |
| 97-17 | Model Cooperative Agreement  |    | X  |    |    |    |     |      |
| 97-18 | New Hire Reporting Program   |    | X  |    |    |    |     |      |
| 98-01 | Jurisdiction and Venue   |    | X  |    |    |    |     |      |
| 98-02 | Child Support Withholding List Project   |    | X  |    |    |    |     |      |
| 98-03 | Federal Incentives and Self-Assessment   |    | X  |    |    |    |     |      |
| 98-04 | Child Support Cases Involving W-2 Participation  |    | X  |    |    |    |     |      |

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|-------|--|----|----|----|----|----|-----|------|
| 98-05 | New York State's Legal Representation and Costs Recovery Policy                                |    | X  |    |    |    |     |      |
| 98-06 | Child Support Enforcement Transmittal #3—Requests For Assistance/Discovery                     |    | X  |    |    |    |     |      |
| 98-07 | Requests for Information and Access to Records   |    | X  |    |    |    |     |      |
| 98-08 | Notice to Noncustodial Parents   |    | X  |    |    |    |     |      |
| 98-09 | Requests for Information and Access to Records   |    | X  |    |    |    |     |      |
| 98-10 | Administrative Subpoenas   |    | X  |    |    |    |     |      |
| 98-11 | Administrative Order for Genetic Tests   |    | X  |    |    |    |     |      |
| 98-12 | Centralized Receipt and Disbursement (CR&D)  |    | X  |    |    |    |     |      |
| 98-13 | State of Utah to Recover Payment Processing Costs  |    | X  |    |    |    |     |      |
| 98-14 | State of Mississippi to Recover Costs  |    | X  |    |    |    |     |      |
| 98-15 | State of Montana to Recover Costs  |    | X  |    |    |    |     |      |
| 98-16 | State of Kansas to Recover Costs   |    | X  |    |    |    |     |      |
| 98-17 | Retroactive Modification of Child Support Arrearages   |    | X  |    |    |    |     |      |
| 98-18 | Firstar Lockbox Deposits   |    | X  |    |    |    |     |      |
| 98-19 | Paternity Acknowledgement  |    | X  |    |    |    |     |      |
| 98-20 | Security Requirements for IRS Data   |    | X  |    |    |    |     |      |
| 98-20 | Wisconsin Act 191 Statutory Cites Supplement   |    | X  |    |    |    |     |      |
| 98-21 | Administrative Order for Genetic Tests   |    | X  |    |    |    |     |      |
| 98-22 | Revision to Child Support Bulletin 98-07   |    | X  |    |    |    |     |      |
| 98-24 | Wisconsin Act 191 Statutory Cites Supplement   |    | X  |    |    |    |     |      |
| 98-25 | Cost Recovery in Kansas, Utah, and Montana   |    | X  |    |    |    |     |      |
| 98-26 | Service of Process Time Frame  |    | X  |    |    |    |     |      |
| 98-27 | Federally Mandated State Self Assessment Review  |    | X  |    |    |    |     |      |
| 98-28 | Review and Adjustment KIDS Implementation Date   |    | X  |    |    |    |     |      |
| 98-29 | Thresholds for Administrative Enforcement Actions  |    | X  |    |    |    |     |      |
| 98-30 | Standardized Interstate Child Support Enforcement Forms  |    | X  |    |    |    |     |      |
| 98-31 | Emergency Rule DWD 43  |    | X  |    |    |    |     |      |
| 98-33 | 1999 Model Cooperative Agreement   |    | X  |    |    |    |     |      |
| 98-34 | Standardized Interstate Income Withholding Notice  |    | X  |    |    |    |     |      |
| 98-35 | Child Support Recovery Act Automated Referral Instructions                                     |    | X  |    |    |    |     |      |
| 98-36 | 1999 Performance-Based Funding   |    | X  |    |    |    |     |      |
| 98-37 | Interest Charging  |    | X  |    |    |    |     |      |
| 98-38 | Preparation for Privacy Protection Module  |    | X  |    |    |    |     |      |
| 98-39 | Welfare to Work Program  |    | X  |    |    |    | X   |      |
| 98-40 | Authenticity of KIDS Records (Issued as CSB 99-03)   |    | X  |    |    |    |     |      |
| 98-41 | Centralized Receipt and Disbursement Policies  |    | X  |    |    |    |     |      |
| 98-42 | Responding to Tax Intercept (TI) Calls   |    | X  |    |    |    |     |      |
| 99-01 | Instructions for Accepting Non-Automated Pre-Eligible W-2 Referrals                            |    | X  |    |    |    | X   |      |
| 99-02 | Ho Chunk Nation Per Capita Payments  |    | X  |    |    |    |     |      |
| 99-03 | Authenticity of KIDS Records   |    | X  |    |    |    |     |      |
| 99-04 | Revised Account Transfer Authorization Form  |    | X  |    |    |    |     |      |
| 99-05 | Withholding Support From Pension Checks  |    | X  |    |    |    |     |      |
| 99-06 | Public Notice of Privacy Protection  |    | X  |    |    |    |     |      |
| 99-08 | Substitute Care—Policy Changes   |    | X  |    |    |    |     |      |
| 99-09 | Child Support Incentive Payments Under the Child Support Performance and Incentive Act of 1998 |    | X  |    |    |    |     |      |
| 99-10 | Non W-2 Public Assistance Cases with Child Support Orders in Other States                      |    | X  |    |    |    |     |      |

|       |   | CC | CS | FS | IT | MA | W-2 | TANF |
|-------|---|----|----|----|----|----|-----|------|
| 99-11 | Updated Birth Cost Information  |    | X  |    |    |    |     |      |
| 99-12 | Veteran Benefits and Child Support                                      |    | X  |    |    |    |     |      |
| 99-13 | Prohibition of IV-D Access to Records of Cable Television Companies     |    | X  |    |    |    |     |      |
| 99-14 | Request for the Separation of Duties Waiver                             |    | X  |    |    |    |     |      |
| 99-14 | <b>Revised:</b> Request for the Separation of Duties Waiver-Revised     |    | X  |    |    |    |     |      |
| 99-15 | Paternity Testing Laboratories  |    | X  |    |    |    |     |      |
| 99-16 | Referrals to Child Support for W-2 Child Care Cases                     | X  | X  |    |    |    | X   |      |
| 99-17 | Federal Case Closure Criteria   |    | X  |    |    |    |     |      |
| 99-18 | IV-D Case Closures  |    | X  |    |    |    |     |      |
| 99-19 | Verifying Cooperation Status of Noncustodial Parents                    | X  | X  | X  |    | X  | X   | X    |
| 99-20 | Credit Bureau Location Enhancement                                      |    | X  |    |    |    |     |      |
| 99-21 | National Directory of New Hires   |    | X  |    |    |    |     |      |
| 99-22 | Federal Case Registry   |    | X  |    |    |    |     |      |
| 99-23 | Expanded Federal Parent Locator Service (EFPLS)                         |    | X  |    |    |    |     |      |
| 99-24 | Implementation of BadgerCare  |    | X  |    |    | X  |     |      |
| 99-25 | Substitute Care—State Institutional Placements                          |    | X  |    |    |    |     |      |
| 99-26 | Agreement with Department of Corrections                                |    | X  |    |    |    |     |      |
| 99-27 | Requesting Consumer Credit History Reports                              |    | X  |    |    |    |     |      |
| 99-28 | Child Support Agency Seal (content/this was untitled)                   |    | X  |    |    |    |     |      |
| 99-29 | Unclaimed Funds   |    | X  |    |    |    |     |      |
| 99-29 | <b>Revised:</b> Unclaimed Funds (Revised)                               |    | X  |    |    |    |     |      |
| 99-30 | Local Agency Worker KIDS Security                                       |    | X  |    |    |    |     |      |
| 99-32 | Updated Version of "Percentage of Income Standard for Child Support"    |    | X  |    |    |    |     |      |
| 99-33 | "Paternity Acknowledgment Through Hospitals" Training and Participation |    | X  |    |    |    |     |      |
| 99-34 | KIDS Documents and Y2K Contingency Plan                                 |    | X  |    |    |    |     |      |
| 99-35 | Changes to the Tax Intercept Process                                    |    | X  |    |    |    |     |      |
| 99-36 | Working with Employers and Income Withholding                           |    | X  |    |    |    |     |      |
| 99-37 | Agency Funding for Non IV-D Cases                                       |    | X  |    |    |    |     |      |
| 99-38 | 2000 Model Cooperative Agreement  |    | X  |    |    |    |     |      |
| 99-39 | Recovery of Birth Costs   |    | X  |    |    |    |     |      |
| 99-40 | R&D Fees Adjustment Request   |    | X  |    |    |    |     |      |
| 99-41 | Requesting/Producing Reports  |    | X  |    |    |    |     |      |
| 00-01 | Statutory Changes   |    | X  |    |    |    |     |      |
| 00-02 | Budget Bill Changes   |    | X  |    |    |    |     |      |
| 00-03 | Federal Tax Information and Security Measures                           |    | X  |    |    |    |     |      |
| 00-04 | Locate Worktable Cases (LC30) Report and Internet Links for Locate      |    | X  |    |    |    |     |      |
| 00-05 | Certification of Financial Records                                      |    | X  |    |    |    |     |      |
| 00-06 | Receipt and Disbursement (R&D) Fee Collection                           |    | X  |    |    |    |     |      |
| 00-07 | IV-D Case Closure Codes and NonIV-D Case Closure Policy                 |    | X  |    |    |    |     |      |
| 00-08 | Deceased Custodial Parent   |    | X  |    |    |    |     |      |
| 00-09 | Updated Birth Cost Information  |    | X  |    |    |    |     |      |
| 00-10 | Updated Version of "Percentage of Income Standard for Child Support"    |    | X  |    |    |    |     |      |

**Operations Memos**

Numbered memos no longer on this list are either obsoleted or have been incorporated into relevant manuals.

|        |  | CC | CS | FS | IT | MA | W-2 | TANF |
|--------|--|----|----|----|----|----|-----|------|
| 92-09  | Qualified Medicare Beneficiary (QMB) Outreach (DHHS/HCFA & APWA Hotline)   |    |    |    |    | X  |     |      |
| 92-26  | Continuation of MA for Discontinued SSI Recipients                         |    |    |    |    | X  |     | X    |
| 92-32  | MA Outstation Application Process  |    |    |    |    | X  |     |      |
| 92-36  | Divestment by Former SSI Recipients  |    |    |    |    | X  |     |      |
| 93-50  | Burial Trusts  |    |    |    |    | X  |     |      |
| 94-17  | MA Certification of Newborns   |    |    |    |    | X  |     |      |
| 94-27  | FS Issuance (CARES)  |    |    | X  |    |    |     |      |
| 94-49  | MA: Pregnancy Verification   |    |    |    |    | X  |     |      |
| 95-02  | Prepaid CBRF Fees as Assets  |    |    |    |    | X  |     |      |
| 95-17  | Accurate School District Code  |    |    |    | X  |    | X   |      |
| 95-19  | Expedited Food Stamp Application Processing: Benefits from Another State   |    |    | X  |    |    |     |      |
| 95-21  | AFDC-Related MA Eligibility for 18 Year Old Adults                         |    |    |    |    | X  |     |      |
| 95-48  | SSI: State Supplemental Payment  |    |    |    |    |    | X   | X    |
| 95-51  | Correction: SSI – State Supplemental Payment (SSP)                         |    |    |    |    |    | X   | X    |
| 96-08  | CARES/KIDS Interface Instructions  |    |    |    | X  |    |     |      |
| 96-10  | CARES Data Exchange--SWICA Instructions                                    |    |    |    | X  |    |     |      |
| 96-103 | Wisconsin Development Zone Program   |    |    |    |    |    | X   |      |
| 96-21  | AFDC & AFDC-Related MA Incapacitation Determination -- New Process         |    |    |    |    | X  |     |      |
| 96-36  | Burial Reimbursements -- Outer Burial Containers                           |    |    |    |    | X  | X   |      |
| 96-43  | Immigration & Naturalization Service Card Replacement Project              | X  | X  | X  | X  | X  | X   | X    |
| 96-67  | 1996 Index   | X  | X  | X  | X  | X  | X   | X    |
| 96-86  | Wisconsin Conservation Corps Program                                       | X  | X  | X  | X  | X  | X   | X    |
| 97-09  | INS Fact Sheet   | X  | X  | X  | X  | X  | X   | X    |
| 97-106 | W-2 Job Access Loan (JAL) Program  |    |    |    |    |    | X   |      |
| 97-107 | CARES Reports for W-2  |    |    |    |    |    | X   |      |
| 97-110 | BWI Operations Memos -- Index – 1997                                       | X  | X  | X  | X  | X  | X   | X    |
| 97-111 | Laser-Printed Child Care Checks  | X  |    |    |    |    |     |      |
| 97-112 | Handling a Crisis Case: A Reference Guide                                  |    |    |    |    |    | X   |      |
| 97-115 | Worker's Compensation Coverage & Exposure                                  |    |    |    |    |    | X   |      |
| 97-125 | W-2 Educational Brochures for Working Parents                              |    |    |    |    |    | X   |      |
| 97-128 | W-2 Learnfare Policy   |    |    |    |    |    | X   |      |
| 97-129 | W-2 Participants & SSI   |    |    |    |    |    | X   | X    |
| 97-132 | W-2 Job Access Loan (JAL) Policy Clarification & Program Guidelines        |    |    |    |    |    | X   |      |
| 97-135 | FS: Student Eligibility  |    |    | X  |    |    |     |      |
| 97-136 | CARES in Fraud Referral & Tracking   | X  | X  | X  | X  | X  | X   | X    |
| 97-31  | Financial & Employment Planner (FEP) Staffing Levels                       |    |    |    |    |    | X   |      |
| 97-33  | Child Care Funding for Tribes  | X  |    |    |    |    |     |      |
| 97-39  | SSI Information  |    |    |    |    | X  | X   | X    |
| 97-50  | Worker's Compensation for Work Experience Participants & Transition to W-2 |    |    |    |    |    | X   |      |
| 97-54  | MA Recipient Cost of Care  |    |    |    |    | X  |     |      |
| 97-59  | INS Fact Sheet   | X  | X  | X  | X  | X  | X   | X    |
| 97-64  | Wisconsin Works (W-2) Trial Jobs Employer Agreement General Provisions     |    |    |    |    |    | X   |      |
| 97-69  | Transfer of Economic Support and Child Care Cases                          | X  |    | X  | X  | X  | X   | X    |
| 97-75  | Repayment Agreements & Dunning Notices                                     |    |    |    | X  | X  | X   |      |
| 97-79  | Food Stamp Program • SSI Retroactive Payments                              |    |    | X  |    |    |     |      |

|       |   | CC | CS | FS | IT | MA | W-2 | TANF |
|-------|---|----|----|----|----|----|-----|------|
| 97-80 | CARES Changes Related to Security & Administrative  |    |    |    | X  |    |     |      |
| 97-84 | Revised Refugee/Entrant Assistance Accounting Forms   |    |    | X  |    |    | X   | X    |
| 98-06 | BWI Call Center   | X  | X  | X  | X  | X  | X   | X    |
| 98-09 | Food Stamps: Drug Felons  |    |    | X  |    |    |     |      |
| 98-11 | Update and Maintenance of Components & Status Reporting   |    |    | X  | X  |    | X   |      |
| 98-12 | W-2 Payments & Changing a Placement   |    |    |    |    |    | X   |      |
| 98-13 | Sunset of AFDC  |    |    |    |    |    | X   | X    |
| 98-14 | State-Only W-2 Payment for SSI Applicants   |    |    |    |    |    | X   | X    |
| 98-15 | Occupations Requiring Background Checks   |    |    |    |    |    | X   |      |
| 98-16 | CARES Coordinator Reports   |    |    |    | X  |    |     |      |
| 98-17 | Federal & Wisconsin Earned Income Credit (EIC)  |    |    |    |    |    | X   |      |
| 98-18 | Food Stamp Issuance Changes   |    |    | X  |    |    |     |      |
| 98-20 | New Mail Delivery Service   | X  | X  | X  | X  | X  | X   | X    |
| 98-21 | CARES Technical Guidance for State-Only W-2 Payments for SSI Applicants   |    |    |    | X  |    | X   |      |
| 98-22 | JTPA Policy Change  |    |    |    |    |    | X   |      |
| 98-23 | Full Engagement   |    |    |    |    |    | X   |      |
| 98-26 | W-2 Policy Clarification for Persons in Unsubsidized Employment, Marginally Employed Individuals, and Preview of Prorated CSJ Payment |    |    |    |    |    | X   |      |
| 98-29 | Child Care-Related CARS Profiles  | X  |    |    |    |    |     |      |
| 98-30 | W-2 Two-Parent Policy Clarification   |    |    |    |    |    | X   |      |
| 98-34 | Emergency & Back-Up Child Care  | X  |    |    |    |    |     |      |
| 98-39 | Emergency Assistance  |    |    |    |    |    | X   |      |
| 98-41 | Handout Describing the Caretaker Supplement Program   |    |    |    |    |    |     | X    |
| 98-42 | Conversion of CARES Reports to EOS  |    |    |    | X  |    |     |      |
| 98-45 | Emergency Assistance – Forms  |    |    |    |    |    |     | X    |
| 98-48 | DWD "Extranet" and W-2 Partner Page   | X  | X  | X  | X  | X  | X   | X    |
| 98-50 | Re-coding Qualified Aliens for FS, MA, & W-2 Eligibility  | X  |    | X  | X  | X  | X   | X    |
| 98-52 | Re-Implementation of Entered Employment Follow-Through Contacts   |    |    |    |    |    | X   |      |
| 98-53 | Reporting of W-2 Placements & Participation (Including Data Clean-Up)   |    |    |    | X  |    | X   |      |
| 98-54 | Benefit Recovery Clarifications   |    |    |    | X  |    | X   |      |
| 98-56 | CARES Processing of MA Deductible Applications  |    |    |    |    | X  |     |      |
| 98-62 | CARES Production Calendar Available on New CBT Course   |    |    |    | X  |    |     |      |
| 98-63 | Caretaker Supplement (C-Supp) Changes   |    |    |    |    |    |     | X    |
| 98-64 | Parents Caring for Children with Special Needs  |    |    |    |    |    | X   |      |
| 98-65 | File Codes  | X  | X  | X  | X  | X  | X   | X    |
| 98-67 | Update to Emergency Assistance Forms  |    |    |    |    |    |     | X    |
| 98-68 | Notice to Aliens re Food Stamp Eligibility  |    |    | X  |    |    |     |      |
| 98-71 | FSET Job Search and Job Search Training Components for ABAWDs   |    |    | X  |    |    |     |      |
| 98-72 | W-2 Learnfare Policy Corrections  |    |    |    |    |    | X   |      |
| 98-74 | Health Insurance Carrier Codes  |    |    |    |    | X  |     |      |
| 98-75 | Child Support Unearned Income Coding in CARES   | X  | X  | X  | X  | X  | X   | X    |
| 98-76 | Updates to Wisconsin Works Information (ACWI) in CARES  |    |    |    | X  |    | X   |      |
| 98-77 | Federal Changes to Alien FS Eligibility   |    |    | X  | X  |    |     |      |
| 98-78 | Food Stamp Quality Assurance (QA) Checklist   |    |    | X  | X  |    |     |      |
| 98-80 | Changes to FS Food Unit Composition   |    |    | X  |    |    |     |      |
| 98-81 | Food Stamp Employment & Training Program (FSET)-FFYS 1999/2000 Program Changes  |    |    | X  |    |    |     |      |

|       |  | CC | CS | FS | IT | MA | W-2 | TANF |
|-------|--|----|----|----|----|----|-----|------|
| 98-82 | Forms Retention & Verification Guidelines  | X  | X  | X  | X  | X  | X   | X    |
| 98-84 | FEP ID and W-2 Notice Update--"CARES Notice & Letters Self-Study Guide"                          |    |    |    | X  |    |     |      |
| 98-85 | Accessing DES Forms on the Extranet  | X  | X  | X  | X  | X  | X   | X    |
| 98-86 | Qualified Alien Eligibility Self-Study Guide -- Version #2                                       | X  | X  | X  | X  | X  | X   | X    |
| 98-88 | Food Stamp First Aid Kit   |    |    | X  |    |    |     |      |
| 98-89 | W-2 Learnfare -- Habitual Truant Definition  |    |    |    |    |    | X   |      |
| 98-90 | CARES EDBC Fatal Errors  |    |    |    | X  |    |     |      |
| 98-91 | Plan Guidelines for the Outstationing of Eligibility Workers                                     | X  | X  | X  | X  | X  | X   | X    |
| 99-01 | Listing -- 1998 DES Administrator's Memos  | X  | X  | X  | X  | X  | X   | X    |
| 99-04 | Entrepreneurship Efforts on Behalf of FS, WtW, and W-2 Participants                              |    |    | X  |    |    | X   | X    |
| 99-05 | FS Program -- Questions & Answers from Recent Training Sessions                                  |    |    | X  |    |    |     |      |
| 99-06 | Non-Automated Pre-Eligible Referrals to Child Support  |    | X  |    |    |    |     |      |
| 99-08 | Association of Overpayments with Office Number in the Benefit Recovery Subsystem                 | X  |    | X  | X  |    | X   | X    |
| 99-09 | Food Stamp Program -- Change Reporting Requirements  |    |    | X  |    |    |     |      |
| 99-10 | Food Stamp Issuance & Allotment Returns  |    |    | X  |    |    |     |      |
| 99-13 | Family Case Management in W-2  |    |    |    |    |    | X   |      |
| 99-14 | CARES New Hire Data Exchange   |    |    |    | X  |    |     |      |
| 99-15 | W-2 Diversions   |    |    |    |    |    | X   |      |
| 99-19 | Medical Assistance (Medicaid) Divestment -- Promissory Notes & Annuities                         |    |    |    |    | X  |     |      |
| 99-25 | Office Vision Electronic Mail  | X  | X  | X  | X  | X  | X   | X    |
| 99-26 | Food Stamp Employment & Training Program (FSET) Manual   |    |    | X  |    |    |     |      |
| 99-28 | Healthy Start Outstationing  | X  | X  | X  | X  | X  | X   | X    |
| 99-29 | Caretaker Supplement Payment Problems  |    |    |    |    |    |     | X    |
| 99-32 | Welfare-to-Work (WtW) Information  |    |    |    |    |    | X   |      |
| 99-33 | Restoration of Food Stamp Benefits to Veteran Hmong & Highland Laotian Aliens and Their Families |    |    | X  |    |    |     |      |
| 99-34 | Availability of Written Information on Economic Support Programs                                 | X  | X  | X  | X  | X  | X   | X    |
| 99-35 | Food Stamp Policy Re 401K and 403B Plans   |    |    | X  |    |    |     |      |
| 99-36 | Huber Law Prisoners' Food Stamp Eligibility  |    |    | X  |    |    |     |      |
| 99-37 | Paper Case Records   | X  | X  | X  | X  | X  | X   | X    |
| 99-38 | Prisoner Verification Query  | X  | X  | X  | X  | X  | X   | X    |
| 99-39 | Using the CARES WTPY Request for SSA Dual and Triple Entitlement Data                            | X  | X  | X  | X  | X  | X   | X    |
| 99-40 | State Online Query (SOLQ)  | X  | X  | X  | X  | X  | X   | X    |
| 99-41 | CARES Changes for W-2 Time Limits  |    |    |    |    |    | X   |      |
| 99-42 | Food Stamp and Medical Assistance Applications   |    |    | X  |    | X  |     |      |
| 99-43 | Non W-2 Public Assistance Cases With Child Support Orders In Other States                        | X  | X  | X  |    | X  | X   | X    |
| 99-44 | Child Support Cooperation Requirements   | X  | X  | X  |    | X  | X   | X    |
| 99-45 | Community Reinvestment (CR)  |    |    |    |    |    | X   | X    |
| 99-46 | WFDA Master Trust--Preneed Funeral Contract  |    |    |    |    | X  |     |      |
| 99-47 | Medicaid/BadgerCare Initial Application Processing at OBRA Healthy Start Outstationing Sites     |    |    |    |    | X  |     |      |
| 99-48 | W-2 24 Month Time Limit & Case Management  |    |    |    |    |    | X   |      |
| 99-49 | W-2 24 Month Time Limits   |    |    |    |    |    | X   |      |
| 99-51 | MMIS Query Access  |    |    |    | X  |    |     |      |



|       |   | CC | CS | FS | IT | MA | W-2 | TANF |
|-------|---|----|----|----|----|----|-----|------|
| 99-54 | Recovering Learnfare Penalty From W-2 Trial Job Participants  |    |    |    | X  |    | X   |      |
| 99-55 | 1999 Child Care Survey – For Determination of 2000 Maximum Rates  | X  |    |    |    |    |     |      |
| 99-57 | BadgerCare Implementation   |    |    |    |    |    | X   |      |
| 99-58 | Clarification of Food Stamp and FSET Policy   |    |    | X  |    |    |     |      |
| 99-59 | Write Off/Adjustment Policy & Write Off Form  | X  | X  | X  | X  | X  | X   | X    |
| 99-60 | Posting W-2 Employment Position Time Limit Extensions Information in CARES                                    |    |    |    |    |    | X   |      |
| 99-61 | BadgerCare Implementation - Additional CARES Instructions   |    |    |    | X  | X  |     |      |
| 99-63 | BadgerCare Implementation - Additional Special Instructions   |    |    |    |    | X  |     |      |
| 99-64 | Self Study Guide: Benefit Recovery – Determining Overpayments   | X  |    | X  |    | X  | X   | X    |
| 99-65 | Dual & Triple Entitlement Data Received From WTPY, BENDEX or SOLQ   | X  | X  | X  | X  | X  | X   | X    |
| 99-66 | W-2 Contract Monitoring – Fact Finding Review Report  |    |    |    |    |    | X   |      |
| 99-67 | Benefit Recovery for Inactive Child Care Provider With Outstanding Overpayments                               | X  |    |    |    |    |     |      |
| 99-69 | CARES Enhancements for Posting and Tracking of W-2 Employment Position Clock Extensions                       |    |    |    |    |    | X   |      |
| 99-71 | Increasing Enrollment in the Welfare to Work (WtW) Program –New Strategies                                    |    |    |    |    |    | X   |      |
| 99-74 | Child Care Temporary Absence Policy   | X  |    |    |    |    |     |      |
| 99-75 | State Online Query (SOLQ)   | X  | X  | X  | X  | X  | X   | X    |
| 99-77 | Food Stamp Categorical Eligibility Changes  |    |    | X  |    |    |     |      |
| 99-79 | CARES – Medical Assistance/BadgerCare Fixes   |    |    |    | X  | X  |     |      |
| 99-81 | 1999 Wisconsin Act 9 – Child Care Policy Changes  | X  |    |    |    |    |     |      |
| 99-82 | Revised Child Care Copay Schedule   | X  |    |    |    |    |     |      |
| 99-83 | CARES Automated Tracking System (CATS)  |    |    |    | X  |    |     |      |
| 99-84 | State Job Opportunities   |    |    |    |    |    | X   |      |
| 99-85 | CARES Security & Access to the State Online Query (SOLQ)  | X  | X  | X  | X  | X  | X   | X    |
| 99-87 | Recent Changes in the FS Policy & Procedures  |    |    | X  |    |    |     |      |
| 99-89 | W-2 24-Month Extensions   |    |    |    |    |    | X   |      |
| 99-90 | Funeral Reimbursement Maximum   |    |    |    |    | X  |     |      |
| 99-92 | Changes in Child Care Administrative Rules  | X  |    |    |    |    |     |      |
| 99-93 | Child Care Resource & Referral (CCRR) Grants for Start-Up and Expansion (January 1, 2000 — December 31, 2001) | X  |    |    |    |    |     |      |
| 99-97 | Tracking of Manual Issuance of W-2 & FS in CARES  |    |    | X  | X  |    | X   |      |
| 99-98 | PACE & Partnership Program Policy and Instructions for ES Staff   |    |    |    |    | X  |     |      |
| 00-01 | State Sales Tax Rebate  | X  |    | X  |    | X  | X   | X    |
| 00-02 | Revised Crimes Table  | X  |    |    |    |    |     |      |
| 00-03 | Processing Case Changes & Closures in CARES   | X  |    | X  | X  | X  | X   | X    |
| 00-04 | Child Care Policy Changes   | X  |    |    |    |    |     |      |
| 00-05 | Technical College Participation for CSJ & W-2 T Participants  | X  |    |    |    |    | X   |      |
| 00-06 | W-2 Income Policy Changes   |    |    |    |    |    | X   |      |
| 00-08 | Emergency Assistance  |    |    |    |    |    |     | X    |
| 00-09 | Individual Development Account (IDA) Programs   |    |    | X  |    | X  | X   | X    |
| 00-10 | Entered Employment:<br>1. Clarifications<br>2. Definition Expanded  |    |    | X  |    |    | X   |      |

This policies and procedures list is not intended to repeal or exclude applicability of other materials provided by DWD including emails and letters. Although the intent is that this compilation be a comprehensive overview of all major written sources of policy and procedure, applicable items may be been inadvertently omitted.

|         |   | CC | CS | FS | IT | MA | W-2 | TANF |
|---------|---|----|----|----|----|----|-----|------|
| 00-11   | Correcting Child Care Underpayments   | X  |    |    |    |    |     |      |
| 00-12-C | Changes to CARES Screen APGI & The IV-A/IV-D Interface (Corrected)                                | X  | X  | X  | X  | X  | X   | X    |
| 00-13   | Child Care Providers<br>1. Offenses Affecting Caregiver Eligibility<br>2. Revisions to HFS 12     | X  |    |    |    |    |     |      |
| 00-14   | Sales Tax Rebate – Medical Assistance   |    |    |    |    |    | X   |      |
| 00-15   | Medical Assistance Purchase Plan (MAPP)   |    |    |    |    | X  |     |      |
| 00-16   | CARES Automated Tracking System (CATS) Update   | X  | X  | X  | X  | X  | X   | X    |
| 00-17   | Child Day Care Manual Online  | X  |    |    |    |    |     |      |
| 00-18   | Estate Recovery Program Changes   |    |    |    |    | X  |     |      |
| 00-19   | MA – Changes Based on New Federal Poverty Level (FPL) Amounts (2000)                              |    |    |    |    | X  |     |      |
| 00-20   | Wisconsin works & Wisconsin Shares (Child Care Subsidy)--Program Federal Poverty Level Changes    | X  |    |    |    |    | X   |      |
| 00-21   | MA Divestment – Average Private Pay Nursing Home Rate   |    |    |    |    | X  |     |      |
| 00-22   | Conference on Personal Finance  |    |    |    |    |    | X   |      |
| 00-23   | Caregiver Background Check Update   | X  |    |    |    |    |     |      |
| 00-24   | Treatment of Census Earnings  | X  |    | X  |    | X  | X   | X    |
| 00-25   | Documenting Sensitive Information In Cares And Access To Cares Information                        | X  | X  | X  | X  | X  | X   | X    |
| 00-26   | Additional Guidelines For Prorated CSJ Policy   |    |    |    |    |    | X   |      |
| 00-27   | W-2 24-Month Interim Extensions   |    |    |    |    |    | X   |      |
| 00-28   | W-2 24-Month Time Limit Extensions Policy Reminder  |    |    |    |    |    | X   |      |
| 00-29-C | Clean-Up Reports for Absent Parent Screen APGI-Corrected  | X  | X  | X  | X  | X  | X   | X    |
| 00-30   | File Codes  | X  | X  | X  | X  | X  | X   | X    |
| 00-31   | Food Stamp Overpayments – Correction  |    |    | X  |    |    |     |      |
| 00-32   | CARES Review Notices & Alerts   | X  | X  | X  | X  | X  | X   | X    |
| 00-33   | Workforce Attachment & Advancement (WAA)<br>Participant Application and Eligibility Determination | X  | X  | X  | X  | X  | X   | X    |